

N.H. EMERGENCY MEDICAL & TRAUMA SERVICES  
COORDINATING BOARD

July 17, 2014  
NH Fire Academy – Concord NH

**Approved Meeting Minutes**

**Members Present:** Jason Grey, Stacy Meier (Vice Chair), Richard O'Brien, Peter Row, Michael Cloutier, Frank Hubbell, Eric Schelberg, Grant Turpin, David Strang (Chair), Doreen Gilligan, Dennis Tobin, Eric Jaeger, Greg Placy.

**Members Absent:** Rosemary Durning.

**Excused:** Susanna Ayers, Helene Zielinski.

**Guests:** Fred Heinrich, Robert Johnson, Jeanne Erickson, Steve Erickson, Jeffrey Stewart, Aaron McIntire, Jameson Ayotte, Brian Nicholson, Pamela Drewniak, Mark Hastings, Christine Beres, Jason Preston, Richard Riley, Jeremy Thibeault – (via conference phone).

**Division Staff:** Bureau Chief Mercuri, Vicki Blanchard, Shawn Jackson, Richard Cloutier, Kathy Doolan, Janet Houston.

**Welcome/Introductions – David Strang, Chair**

The meeting was called to order at 1:00 p.m. by Chairman Strang. Introductions were made.

**Acceptance of 01/16/14; 03/20/2014; and 05/15/2014 Meeting Minutes**

The 01/16/2014 minutes were voted on and accepted as written. (motion made by G. Turpin, seconded by M. Cloutier, all approved). Because of the change in their format (introduced less than 24 hr. prior to this meeting), the 03/20/2014 and 05/15/2014 minutes will need to be reviewed further.

There was a discussion regarding form, content and formatting of the meeting minutes. Chairman Strang asked K. Doolan to explain the latest change to the format of the minutes. She stated that the Department of Safety's legal counsel (David Hilts) had ruled that major, substantive changes cannot be made between the version that is drafted from the audio tapes and notes, and the version that is voted on by the Board without them seeing the requested changes. Also, no accentuation by the use of bold, italic, capital letters or underlines can be used to emphasize any part of the minutes. That minutes are the minutes – a summary of the meeting.

Vice Chair Meier asked what caused this sudden change in format, which has served the Board well for a large number of years. Bureau Chief Mercuri discussed the reason for the change that arose from (what he perceived were) the significantly altered March and May draft minutes returned from the Chairman. Therefore, he sought a clarification from Attorney Hilts. Atty. Hilts advised grammar and wording changes were acceptable but not substantive changes. Changes of that nature need to be voted upon at the Board meeting. Chairman Strang expressed concern about these new limitations. Why were they made at the last minute without any consultation with the leadership of the Coordinating Board? Who determines what “substantive” is? He also expressed concern that as the Coordinating Board must remain independent and provide some degree of oversight to the Bureau, the Bureau attorney (Dave Hilts) could not also advise the Coordinating Board and “serve two masters.” A lengthy discussion ensued and it was decided that the original draft minutes will be posted (within the 5 business-day timeframe) , and a plain/clean version, along with a red-lined (tracking) version, will be sent to the board members for review and final vote at the next scheduled meeting. Everyone agreed that it is important to get the minutes right. NOTE: audio tapes of the meetings are kept on file and available for review, if needed.

### **NH EMS Medical Control Board (MCB) Report – F. Hubbell**

F. Hubbell was present and updated the Board from the MCB meeting that morning. Protocol updates were discussed. Items that will be discussed later at this meeting were not reported on. A draft of the MCB meeting minutes are available for review on the website.

### **NH Bureau of EMS Report**

Bureau Chief Mercuri was present and had a few updates. A Deputy Chief has been hired (Jon Bouffard). He will be starting next week. We have also hired: Denice McAdoo – Program Assistant – mostly to assist Rich Cloutier with investigations. Todd Donovan will be helping Chip Cooper with TEMSIS; A new version of the Rules is moving forward; Details are being ironed out with assistance from DHHS staff regarding a waiver /exemption process to Mobile Integrated Healthcare in the near future; . Narcan use protocol training is on the website and is moving forward; Data collection process will be worked on further by C. Cooper once he returns. There will be more on this as the summer goes on and it will be reported on at next meeting; EMS in the Warm Zone – BC Mercuri and Dr. Suozzi have been discussing this. The goal is to put out a Best Practice document; The Investigation Subcommittee has been meeting and changes are being discussed. There is a presentation on the website explaining what the investigation process entails (thanks to Rich Cloutier for creating this); The Bureau will be going back to an EMS Newsletter, rather than a “bulletin”. There will be updates etc. posted in the newsletter.

### **Data Advisory Committee (DAC) Update – Chip Cooper**

Chip Cooper was not present. There was no update available.

## **Updates on the National Continued Competency Program (NCCP) – Shawn Jackson**

Shawn reviewed what the National Registry covered at our May meeting. He said the pilot program is on its way, whether we jump on board now or wait until later. He believes getting on board now will benefit us. This process will reduce the number of CE hours for each level of EMS licensure, while giving an option for providers to focus on topics that they are struggling with. The hope is to roll this out by October 1, 2014 with implementation by April 1, 2015.

**Motion was made by R. O'Brien to support the Bureau to be involved with the NCCP pilot program, this was seconded by P. Row:** The motion passed unanimously.

It was requested that this be kept as a standing item on future Coordinating Board agendas.

## **Best Practices (Narcotics Diversion) –Richard O'Brien**

The discussion on the narcotic diversion topic will need to be tabled until our next meeting. There was a document e-mailed to the Board members concerning a new Best Practice on "EMS at Mass Gatherings" for their review. Chief O'Brien wanted to focus on that. The document is a draft SOG. A lengthy discussion ensued.

Subcommittee member J. Erickson reminded everyone that the BP document is a living document that can be updated and is all on-line for review and use by unit officials.

**A motion was made by E. Jaeger and seconded by J. Grey** to accept the draft SOG on "EMS at Mass Gatherings" and add it to the Best Practices (BP) SOG set: The motion passed unanimously.

Chairman Strang asked that we divert from the agenda for a moment and take care of some outstanding business for the Data Advisory Committee that could not be dealt with at the past meeting due to the lack of a quorum. **Chairman Strang made a motion to appoint R. O'Brien as the Chairman for this committee.** This was seconded by G. Turpin: The motion passed unanimously.

## **Saf-C 5903.10 Update – S. Meier**

Vice-Chair Meier reported that the investigation letter, that goes out to those providers being placed under investigation, has been worked on to make it "more friendly" and tolerable in the sense that it advises what the next steps are and diffuses some panic. Vice-Chair Meier's said Attorney Hilts is going to make contact with the legal counsel for the Board of Nursing and Board of Medicine to see what the respective Boards do, how they handle their investigations process, and to see if there are some measures that we can adopt or consider. They will meet in a few weeks and hopefully have more to report. In the interim, the Investigations Sub-Committee continues to meet monthly.

E. Jaeger related back to the Best Practice committee discussion and made mention that he is aware of 3 narcotics diversions that have taken place over the past year and wanted to make sure that the Best Practice Committee is working diligently on this. R. O'Brien assured the group that it is being worked on and deferred to J. Stewart for a report. J. Stewart reported that a working group is creating a template at this time and will bring more information back from all stakeholders involved.

E. Jaeger expressed urgency on this topic and that the Board needed to take action in the near future. R. O'Brien will take this back to the committee. All agreed that a statewide system for dealing with this issue at the unit level is the goal.

### **Bariatric Project- E. Jaeger**

Eric Jaeger was present and had an update. He said the Project is declaring Phase I a success. They have signed up EMS agencies around the state to host the equipment and the equipment has been deployed on schedule. They do not yet have a system in place to dispatch the equipment and do not have the capacity to do any training. They are looking into securing funds to help with this. E. Jaeger said this is also a system of care issue, not just about having the equipment. Part of the next phase is building a system of care.

### **Equipment Sub-Committee Update – Kathy Doolan/Janet Houston**

K. Doolan said the Sub-Committee has not met since the last CB meeting but asked if anyone had questions or comments on the handout from our last meeting. J. Houston asked if everyone had a chance to look at the handout from the last meeting. She said they would really like feedback on it. It was decided to table discussion until the September meeting. (Note: the handout will be re-sent to the membership in PDF format). J. Houston also reminded all present, that this Sub-Committee will be recommending a minimal required equipment list, and a necessary transport plan of this equipment, for the non-transporting units that are licensed in NH.

### **NH Radio Interoperability Project – NH Office of Legislative Budget Assistant Staff**

Philip Sletten and Paige Lorenz (from the Audit Division of the Office of Legislative Budget Assistant) were present and had a handout for members to review. Mr. Sletten said they are conducting an audit for radio interoperability in the State. They are looking at several things: (1) what radio systems are in use; (2) what sort of interoperability occurs in the State; and (3) is it efficient and effective?. They are also interested in what training exercises are in use and want EMS the community's input. There was a discussion about radio usage, cost and efficiency. Mr. Sletten mentioned that he has been working with Bill Wood on distributing a survey.

## Election of Officers – D. Strang

Chairman Strang asked if the Board would like to consider taking the month of July off in the future, as many people choose this month for vacation and making quorum is often an issue in the summer. He said it would be something to think about. BC Mercuri mentioned that the Fire Commission takes the month of July off also, as many members are on vacation.

Prior to the election of Officers, D. Strang reported that there are 4 vacant Board positions: the NH Chapter of the American College of Surgeons, a public member seat, the Emergency Nurses Association and the NH Municipal Association. We are still waiting on an appointment letter from Gov. Hassan for J. Thibeault, who will be representing the FS&T Commission. R. O'Brien asked if there are term limits to CB positions and was told yes, 3 terms which can each be a maximum of 3 years, but may be less if the balance of a term from a predecessor is completed as a first "term". Conversation took place about the interpretation of 3 year terms and 9 consecutive years, along with how long a person needs to be off the Board before they could possibly be considered to return. BC Mercuri had requested clarification from Department of Safety Attorney Hilts on term limits. During discussion, a question was raised about a member continuing to serve because of the clause, 'or until a successor is appointed and qualified.' BC Mercuri indicated that Atty. Hilts felt this was not the case, (despite language to the contrary). The Board would like to have Attorney Hilts attend the September meeting to clarify this issue. BC Mercuri will request he attend.

D. Strang stated that he would be willing to stay in the Chairman's seat until his departure in January 2015 (6 months from now), when his final term would be complete. The Chairman also stated that Vice Chair Meier had indicated to him that she is also willing to stay in her current Board position. S. Meier asked if there was anyone else interested in that seat. No one indicated interest. R. O'Brien then nominated G. Turpin for Chairman; and D. Gilligan seconded the nomination. G. Turpin accepted the nomination. F. Hubbell stated that he was concerned over the light-hearted fashion that this nomination process was taking and asked that this process be taken more seriously. He indicated he felt this decision was "a very serious matter." R. O'Brien and G. Turpin both apologized for any misunderstanding, and each explained that in fact, they understood fully that this is a serious process and that they meant no disrespect. F. Hubbell accepted the apology and explanation. G. Turpin accepted the nomination. R. O'Brien explained that his nomination was not against D. Strang but was based on the fact that D. Strang will be leaving the Board in January of 2015. R. O'Brien went on to state that he completely appreciated the professional job that D. Strang had done as Chair of the Board. **A show of hands was requested for the candidates' for Chairman; Of the 13 members present, there were 9 votes for G. Turpin in favor as Chairman (O'Brien, Turpin, Grey, Placy, Cloutier, Gilligan, Row, Schelberg, Tobin) and ; 4 votes for D Strang (Strang, Meier, Jaeger, Hubbell) to continue as Chairman.** G. Turpin is now the Chairman-elect of the CB and will run his first meeting September 18, 2014. **Motion was made (D. Strang) and seconded (R. O'Brien) to nominate S. Meier to continue as Vice-Chair.** With a show of hands, all present voted for S. Meier to continue - as Vice Chair.

**Items of Interest:**

E. Schelberg brought up the EMS Community's loss of Paramedic Cindy Lussier of Souhegan Valley Ambulance, where she had served for over 19 years. She lost her fight with cancer recently and she will be missed greatly. He asked that a moment of silence be conducted in Cindy's memory. Al I complied. No details on the services were available.

BC Mercuri mentioned that Cottage Hospital (Woodsville, NH) will be closing their OB department and a notice will be sent out over the distribution list. It was mentioned that many smaller hospitals do not have the volume to keep such specialties available.

The meeting was adjourned at 3:00 p.m.

**Next Meeting: Thursday, September 18, 2014**  
**Location: Fire/EMS Academy, Concord.**